



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
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1. Application Date 1-27-76	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. DHR 26-33		Date Received FEB - 9 1976	Application No. 76-44-76-51 Date Completed FEB 24 1976
3. Department of Human Resources Division of Administrative Affairs Accounting Section 47 Trinity Avenue, Rm. 420-H Atlanta, Ga. 30334		4. Person in Contact Ralph Rowan	
		5. Working Title Accountant	6. Tel. No. 656-2072

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 1970 - Present	9. Exact Series Title DHR Accounting Financial and Fiscal Journals
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10. What is the function of the office in which this record series is created?

The Division of Administration is responsible for providing administrative support to the Department. This includes general accounting services; budget development and management; general support services; data processing and management information systems; patient accounts services; and personnel services.

Accounting

Budget Liaison and Cash Flow - responsible for cash control; works with Federal granting authorities; assures that proper budget data has been entered in the accounting records; and periodically reviews appropriation runs to locate coding errors.

External Reports and Balancing - responsible for all external reports, for balancing and maintaining computer records, and for doing the major portion of the reimbursement computations.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

See attached listing

ATTACH SAMPLES OF THE FILE

EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers Cu. Ft. of Records			
				In Office(s)		In Storage Area(s)	
Letter-size File Drawers							
Legal-size File Drawers			Floor Space Occupied (Square Feet)				
				This Year's	Last Year's	Preceding Year's	All Prior Years
			AVERAGE DAILY REFERENCES				

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain.

YES NO

13. Is this the Record Copy of the series? ☒ [x] ☐ []
14. Is there a duplication of this series in another office or agency? ☒ [x] ☐ []
 Partial listings in DHR Institution when applicable.
15. Is the information contained in this series ever summarized or published? ☐ [] ☒ [x]
 Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [x]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [x]
18. Could the function be performed if the files were lost or destroyed? ☒ [x] ☐ []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [x]
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ [x]
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [x]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☒ [x] ☐ []
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [] ☒ [x]

24. REQUIREMENTS. The following requires the files to be kept 5 years:

(Federal-State)

a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☒ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Previous reference experience.

Federal Requirement - 3 years from date of submission of annual report.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☐ FISCAL YEAR - ☒ OTHER see attached listing, then:

- ☐ [] Hold in the current files area month(s)/ year(s):
- ☐ [] Transfer to ☐ State Records Center ☐ Local Holding Area; hold year(s):
- ☐ [] Destroy.
- ☐ [] Transfer to State Archives for permanent retention.
- ☐ [] Destroy immediately after cut-off.
- ☐ [] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
William J. McDone DHR RMO	2-4-76		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	William M. Nigon	2-20-76
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Carol Hart	2-19-76
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	R. M. Stull	2-24-76

STATE RECORDS
COMMITTEE

76-44

1. Accounts Payable Register Files

Documents relating to the maintenance of a listing identifying accounts payable (money encumbered but not paid) for services rendered by vendors for a specific period (i.e. monthly, quarterly).

Included are computer printouts listing date of listing, vendor and requisition number, name of vendor, fund, object, division, item numbers and amount of transaction.

Files are arranged chronologically by month thereunder broken down by object, division, fund code and by vendor.

Cut off at the end of each fiscal year; hold in the current files area for 2 years; transfer to State Records Center, hold for 3 years; then destroy.

Cancelled 3/26/96

76-45

2. General Journal Files

Documents relating to the maintenance of a listing identifying adjusting entries made each month that are not included in the Monthly Cash Payment Journal and the Monthly Cash Receipts Journal Files.

Included are date of transaction, description of transaction; transaction fund, account and budget unit numbers, amount of transaction, and monthly debit and credits.

Files are arranged numerically by fund activity numbers.

Cut-off at the end of each fiscal year; hold in the current files area for 2 years; transfer to State Records Center, hold for 3 years; then destroy.

76-46

3. Monthly Appropriation Register Files

Documents related to the Documentation of all expenditures and receipts incurred by all DHR budget units in all fund activities.

Included are computer printouts listing by object number, division and fund number, date of allotment, accruals to date, accruals this month, cash to date, cash this quarter, cash this month, accounts payable, unencumbered balance and balance sheets accounts.

Files are arranged chronologically by month thereunder files are broken down into the following four categories; object expenditures, revenues, fund expenditures and budget unit expenditures.

Cut-off at the end of each fiscal year; hold in the current files area for 2 years; transfer to State Records Center, hold for 3 years; then destroy.

Cancelled 3/26/96


approval signature

1-12-76
date

76-47

4. Monthly Voucher Register Files

Documents relating to the maintenance of payments and disbursements for services rendered to DHR.

Included are computer printouts listing vendor disk address, requisition number, date of transaction, fund, object and budget numbers, description and amount of payment.

Files are arranged chronologically by month, thereunder divided into four parts; encumbrance and payment, payment, encumbrance and adjustments, thereunder by fund activity code.

Cut-off at the end of each fiscal year; hold in the current files area for 2 years; then destroy.

Cancelled 3/26/96

76-48

5. Monthly Bank Statement Files

Documents relating to the maintenance of documents pertaining to the reconciliations of bank statements of sums drawn out or deposited in the Department of Human Resources banking accounts.

Included are computer printouts identifying cleared and outstanding checks, deposit slips, debit and credit memoranda, stop payment requests and a running balance of funds.

Files are arranged chronologically by month thereunder in various formats such as check number order.

Cut-off at the end of each fiscal year; hold in the current files area for 2 years; transfer to State Records Center, hold for 3 years; then destroy.

Cancelled 3/26/96


approval signature

1-12-76
date

76-49

6. Monthly Payroll Check Register

Documents relating to the maintenance of a monthly payroll register to reconcile bank statements involving clearance of payroll checks.

Included are computer printouts listing date of check, employee's name, check number, amount of check and status of clearance and related information.

Files are arranged chronologically by month, thereunder numerically by check number.

Cut-off at the end of each fiscal year; hold in the current files area for 2 years; transfer to State Records Center, hold for 3 years; then destroy.

Cancelled 3/26/96

76-50

7. Monthly General Ledger Files

Documents relating to the maintenance of a listing of transactions identifying debit and credits for each DHR office balance sheet account.

Included are computer printouts listing date of transaction, description of service; fund account and transaction numbers, and debits and credit amounts. Bill Payments and General Journal entries are line itemized; Payroll, Medicaid, Public Assistance, Vocational Rehabilitation Case Services are done in summary totals.

Files are arranged chronologically by month, thereunder numerically by balance sheet account numbers within fund and activity numbers.

Cut-off at the end of each fiscal year; hold in the current files area for 2 years; transfer to State Records Center; hold for 3 years; then destroy.

76-51

8. Expenditure Sub Ledger Register Files

Documents relating to the maintenance of a listing identifying payments and disbursements of accrued and cash expenditures for salaries and employee benefits, and all regular operating expenses such as supplies, equipment, printing, and other services.

Included but not limited to are date of transaction, description of payee; object, budget, fund code, check numbers, and amount of transaction.

Files are arranged chronologically by month, quarter and year thereunder broken down by budget, object, budget and object within fund code activity.

Cut-off at the end of each fiscal year; hold in the current files area for 2 years; transfer to State Records Center; hold for 3 years; then destroy.

Cancelled 3/26/96


approval signature

1-12-76
date